

**Minutes of the Management Committee**  
**held at the Perton Civic Centre on**  
**Tuesday 22<sup>nd</sup> May 2019 @ 7.00 pm**

Present: Mrs R A Heseltine [Chairman]  
Mrs P Allen  
N Caine  
PE Davis  
D Glynn  
B Walters

Becky Hodgetts - Parish Clerk

M01/19 **Election of Chairman**

**Resolved** that Cllr Mrs RA Heseltine be re-elected Chairman of the Management Committee for 2019 - 2020.

M02/19 **Apologies**

Apologies received and accepted from Cllrs Mrs A James and AA Bourke

M03/19 **Declaration of Pecuniary and Other Interests and dispensation requests**

None received

M04/19 **Minutes**

**Resolved** that the minutes of the meeting held on 3<sup>rd</sup> April 2019, having previously been distributed were confirmed as a true and accurate record, and signed by the Chairman.

Clerk to confirm with SGS that no work was required on the emergency lighting.

M05/19 **1940's Evening - review**

The event was enjoyed by all, although it was not as well attended as last year. All expenses were covered by ticket sales. A vote of thanks was given to the Chairman and Assistant Clerk for the hard work put in during the evening.

It was suggested that the Centre put on a Northern Soul event. Councillor Caine to investigate options. Any other ideas to be emailed to the Chairman.

M06/19 **PAT testing**

Taking this role in house does not appear to be cost effective. **Resolved** to appoint RB Services at 95p per item, which includes travel time and minor repairs free of charge.

M07/19 **Legionella Testing**

The hot water failed the test in the upstairs and disabled toilet. **Resolved** to see the outcome of the next test on 30<sup>th</sup> May before considering contacting a plumber. A member of staff needs to enter the loft space to work out what header tanks are up there. Clerk to look for building plans and to work with a member of the management committee to look at the legionella risk assessment to agree the next steps.

M08/19 **Civic Centre emergency access**

A caretaker failed to turn up for a weekend shift, which highlighted an issue with out of hours contact numbers. It was **Resolved** to divert the office phone to the clerks mobile when the centre is closed, this will be reviewed in September. A list of all key holders to be passed to the management committee for emergencies only.

M09/18 **Date and Time of next meetings**

Wednesday 18<sup>th</sup> September 2019 at 7.00pm

Meeting closed at 7.48pm

Chairman

Date 18<sup>th</sup> September 2019